

Meeting Minutes  
Capitol, Room 102  
Wednesday, September 14, 2005  
12:00 - 4:00 p.m.

Molly Petersen, Chair, called the meeting to order at 12:35 p.m. Those in attendance introduced themselves. Present were Prudence Hulman, Mary Spaulding, Sarah Ayres, Penne Beto, Marie Matthews, Jen Skartveit, Jackie Williams, Cynthia Maw, Betty Huckins, Debbie Driver, Barbara Pepper Rotness, H. Ann Cannon, Kim Benjamin, Gail Dreher, Wendy Neumann, Christi Moyer, Cynthia Pearson, Deb Monroe, Pam Spore, Tana Gromely, Molly A. Petersen, Chris Hettinger, Lisa Mecklenberg Jackson, Lenore Adams, Connie Rigney, Heidi Lindgren, Joan Franke, and Sherry Rust.

Molly Petersen presented certificates of appreciation to the 2004-2005 Planning Committee and the Subcommittee Chairs.

A motion to approve the June 2005 minutes, with corrections, was made by Pam Spore and seconded by Sherry Rust. The motion carried.

Jen Skartveit, Treasurer, reported that we have \$469.64 in our checking account and \$1,999.15 in our savings account, for a total of \$2,468.79

Christi Moyer, representative to State Employee Group Benefits Advisory Council (SEGBAC), spoke about the employee benefit plan for 2006.

The 2004-2005 Subcommittees gave final reports:

**Daycare:** Marie Matthews reported the former daycare provider did not renew their contract with the state. The manager of the daycare will take over as the contractor. DPHHS is working with the new manager to make them a high-quality provider. Daycare staffing and enrollment are currently increasing, but had been decreasing earlier due the uncertainty associated with the former provider not renewing their contract

**Marketing:** Jen Skartveit reported that the subcommittee had worked on many things over the last year including the Meet and Greet and an informational pamphlet. Jen then spoke about ICCWear. She showed examples and gave prices. Jen handed out a survey to ICCW members to determine the current level of interest in ordering more ICCWear.

**Procedures/Legislative Tracking:** Heidi Lindgren handed out a draft report summarizing the year's activities. Some of the highlights of the year included updating the bylaws, creating position descriptions for officers and subcommittee chairwomen, and monitoring legislation that impacted state employees during the 2005 Legislative Session.

**Excellence in Leadership Awards (ELA):** Sherry Rust reported that everything was being wrapped up and pictures from the May 2005 ELA event are on ICCW's website.

**Training:** Chris Hettinger reported that ICCW received permission to make copies of a professional growth video series to use through June 30, 2006. Having the extra copies of the videos has helped to reduce the waiting list for those how have requested to borrow the videos. More information on the videos is available on the ICCW website. Chris also reminded

*Creating positive change for all state employees by promoting the full participation of women in state government.*

everyone of the Brown Bag Lunch about Indian Education for All on September 15, 2005 in the Scott Hart Auditorium.

Molly Petersen reminded members of e-mail protocols. Please follow these guidelines:

- Use “reply” instead of “reply all”
- Utilize the “accept” or “decline” buttons to respond to meeting requests in Outlook
- If you would like to send an e-mail to the entire ICCW group it is best to send the e-mail to Molly for distribution in most cases.
- Make sure ICCW e-mails, particularly those sent to the entire committee, are appropriate for disbursement to all ICCW members.

The Department of Commerce currently has the ICCW logo board. The purpose of the logo board is to display it at various agencies to give ICCW more visibility. Sherry Rust (Department of Livestock) will take the board until our next meeting.

The Goal Setting portion of the meeting began with Molly reviewing our Mission Statement and the new Executive Order that included changing the name of ICCW. Molly stated, "After our year-long open comment period and advisory vote in May, the Executive Order changes our name to the more descriptive and decisive Interagency Committee for Change by Women."

The group then looked at ways to build on the successes of last year. Members suggested activities ICCW might work on to help determine subcommittees and objectives for the 2005-2006 ICCW year. These subcommittees and their tentative functions/goals will be:

### **Daycare**

- Monitors and reports on new daycare lessee
- Explores whether it is still meeting ICCW's initial goals for a state-subsidized daycare
- Surveys state employees on daycare needs/views
- Does ICCW want to continue promoting the status quo?
- Works with PR and Training to provide daycare info for new employees and website

### **Training**

- Expands and continues video loan program
- Explores and develops mentoring program for job skill advancement
- Monthly (at least) Brown Bag Lunches to provide education and resources to help state employees, especially women, advance professionally
- With PR: ICCW and community resources in new employee packets and on website; all Brown Bag Lunches and events branded as ICCW's; expand outreach with polycom/video conferencing

### **Wage Analysis**

- Updates and builds upon 2002-2003 Measures Subcommittee Report (online now)
- Gathers more data on wage discrepancies in Montana state government
- Analyzes and explores differences in pay and position between men and women in different pay plans
- Looks for causes and how to change
- Compiles report and presents at a Cabinet meeting

**Excellence in Leadership Awards (ELA)**

- Annual awards ceremony honoring a person in state government, a person in the public sector, and a person in the private sector for excellence in leadership and/or helping women to excel in workplace
- Plans ceremony, solicits nominees from across the state, retains judges and a speaker, finds sponsors from the community, holds ceremony in May
- Researches national awards and enters previous Montana winners

**Public Relations**

- Utilize Human Resources (HR) networking meetings to find ways to make new state employees aware of ICCW, what we do for them, where to find our info, include ICCW info/promo items [magnets?] in new employee packets, list of ICCW reps for each agency
- ICCW products as internal fundraisers and external promotional items
- Promote monthly department updates, remember other agency locations when posting updates and event/training flyers, take a coworker who's never been to a Brown Bag
- Quarterly agency director updates
- With Training: explore polycom/video conferencing of events/meetings; compile help resources for website and HR new employee packets
- Begin planning/promoting/holding 30th anniversary events (1976/1977-2006/2007): include past ICCW members; condensed 30 year history of accomplishments; multiple events/venues/guest list; show what we've done for MT state government
- Branding - make sure all events/trainings publicized as and credited to ICCW
- Put meetings and events on state E-calendar in addition to MINE site
- Remove former name and apply new name to banners

NOTE: There is also a Planning subcommittee, composed of ICCW Officers and subcommittee chairs.

Members signed up for subcommittees and broke into groups for discussion. Each subcommittee will meet once a month, the subcommittee leader is a member of the planning subcommittee, and each subcommittee will present a report at the monthly ICCW meeting.

Molly discussed the 2005-2006 meeting schedule. The meeting will be held on the 3<sup>rd</sup> Thursday of every month, from 1:15 PM to approximately 2:45 PM, usually following the ICCW Brown Bag Lunch.

The meeting was adjourned at 3:30 PM. Our next meeting will be Thursday, October 20 from 1:15 to 3:15 p.m. Location is to be determined. This meeting will be an orientation for new members, in addition to being a regular business meeting.

Respectfully Submitted,

Heidi Lindgren  
ICCW Secretary